



Youth Services Counselor Aide I

Characteristics of Work

This is supervisory work in the guidance of students at a training academy in programs designed to support the rehabilitation of youth who have been adjudicated as delinquent. Incumbents in this position provide supervision and care of male and/or female residents on a 24 hour basis. Other duties include writing nontechnical reports on student behavior and activities, intervening with uncooperative students, apprehending fleeing student(s), and patrolling an assigned area. Incumbents are guided by the established policies of the institution where employed. Work is performed under the direction and supervision of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Patrols an assigned area and/or unit which includes prolonged walking, standing, and in some instances, running, lifting or climbing.

Provides supervision and care of male and/or female residents during daytime and/or nighttime hours, including weekends.

Writes nontechnical reports on students' behavior and activities.

Participates in training new Counselor Aides.

Assists in carrying out casework plans made for students in the institution.

Participates in and supervises housekeeping activities of a resident cottage or dormitory.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Supervises cottage life activities (days, nights, and/or weekends) for male and/or female students at a training academy.
2. Ensures proper maintenance of housing units.
3. Ensures the physical security and safety of students by following set rules and regulations.
4. Maintains and prepares documentation and reports as established by departmental guidelines.
5. Serves as a drill instructor.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes

he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend; and climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.